



Langley Policy Directive

LAPD 1600.5 G
Effective Date: July 15, 2015
Expiration Date: July 31, 2020

Subject: Workplace Violence and Threatening Behavior

Responsible Office: Center Operations Directorate

CHANGE LOG

Change#	Date	Description
	4/23/2010	Date removed from title in metadata
	11/29/2010	Change in syntactical structure to clarify meaning of paragraph in 1.b
G	7/15/2015	Minor typographical errors corrected throughout, Applicability added to 2.b. Authority updated in 3.a and 3.b. Applicable Documents added, 4.c. Responsibilities added, 5.b(8). Changed 5.e(2), replacing "contractors" with "non-NASA personnel working on/in a NASA facility" in paragraphs 2.a, 2.a(2), 5.b(7), 5.g and 5.h in accordance with guidance from the Office of Procurement Policy.

1. POLICY

- a. This directive implements NASA policy on the prevention of and response to workplace violence, and promotes and maintains a safe work environment at Langley Research Center (LaRC) that is free from violence, threats of violence, harassment, intimidation, and hostile or disruptive behavior.
- b. Acts of violence, threats, harassment, intimidation, and other hostile or disruptive behavior are prohibited and will not be tolerated. Such behaviors can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm or imminent violence, violent and provoking language, or displays of rage.
- c. Individuals who commit such acts may be immediately removed from NASA premises; denied re-entry pending completion of investigation; and may be subjected to criminal prosecution, disciplinary action, or both.
- d. Any such behavior either observed or experienced on LaRC premises must be reported immediately to the Center Chief of Security. All reports of incidents will be taken seriously and will be dealt with immediately and appropriately.
- e. A Threat Assessment Team shall address all reported incidents.

2. APPLICABILITY

- a. This directive is applicable to all NASA civil service and non-NASA personnel working on or in a NASA facility, resident agencies, and other tenants and visitors to LaRC.
 - 1) Violations of this policy by LaRC civil service personnel may result in disciplinary actions up to and including removal from the Federal Service and the permanent revocation of access to NASA property, facilities, and centers.
 - 2) Violations of this policy by non-NASA personnel working on or in a NASA facility may result in the permanent revocation of access to NASA property, facilities, and centers.
 - 3) Violations of this policy by visitors may result in the permanent denial or revocation of the violator's access to NASA property, facilities, and centers.
 - 4) Violation of this policy may result in criminal charges against any offenders.
- b. In this LAPD, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission; "should" denotes a good practice and is recommended, but not required; "will" denotes expected outcome; and "are or is" denotes descriptive material.
- c. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.

3. AUTHORITY

- a. 51 U.S.C. § 20113(a) of the National Aeronautics and Space Act of 1958, as amended
- b. 29 U.S.C. § 668, Programs of Federal Agencies
- c. 5 CFR 752, Adverse Action
- d. NPD 1600.2, NASA Security Policy
- e. NPD 1600.3, Policy on Prevention of and Response to Workplace Violence

4. APPLICABLE DOCUMENTS

- a. United States Office of Personnel Management, Office of Workforce Relations, OWR-09, dated February 1998, Dealing with Workplace Violence
- b. NPR 3713.3, Anti-Harassment Procedures
- c. NASA Desk Guide for the Prevention of and Response to Workplace Violence, February 2008 (or latest version)

5. RESPONSIBILITIES

- a. The Center Director is responsible for:

Establishing a Threat Assessment Team, chaired by the Center Chief of Security, and composing of appointed representatives from the Office of Chief Counsel (OCC) and the Office of Human Capital Management (OHCM). The Threat Assessment Team consults with medical authorities as determined necessary by the team.

b. The Center Chief of Security is responsible for:

- 1) Implementing the LaRC Workplace Violence and Threatening Behavior Policy and managing the Workplace Violence and Prevention Program (WVPP), as directed in NPD 1600.3.
- 2) Providing program leadership and subject matter expertise to the LaRC WVPP and acting as necessary, consistent with the authorities of the Center Chief of Security as defined in applicable security regulations and guidance, to protect NASA personnel, property, and information, including the revocation of access permissions to NASA property when a potential security threat is identified.
- 3) Chairing the LaRC WVPP Threat Assessment Team.
- 4) Receiving and documenting all reports of workplace violence and threatening behavior. Incident Reports or Official Inquires represent NASA "Sensitive But Unclassified" (SBU) information, and will be maintained in accordance with applicable NASA regulations and Federal law.
- 5) Appointing a NASA Special Agent to investigate and coordinate an appropriate response to any incidents of workplace violence. Coordination will normally include consultation with the supervisors of affected personnel concerning potential threats and proposed response. The NASA Special Agent enforces criminal laws, provides safety and security to Center residents, briefs responsible management officials, and monitors and makes recommendations on ongoing security situations that may lead to violence or other misconduct.
- 6) In those instances involving non-NASA personnel working on or in a NASA facility, ensuring the Office of Chief Counsel and the Office of Procurement are kept abreast of any action taken or anticipated that could impact performance.
- 7) Monitoring the LaRC Workplace Violence and Threatening Behavior Hot Line on phone line 700.

c. Director, Office of Human Capital Management, is responsible for:

- 1) Promoting the LaRC Workplace Violence and Threatening Behavior Policy through various personnel administrative regulations and guidance.
- 2) Appointing a standing representative to the WVPP Threat Assessment Team who will:
 - a) Coordinate medical services requests with Center medical professionals.
 - b) Advertise the existence and capabilities of the LaRC Employee Assistance Program (EAP).
- 3) Assisting managers and supervisors in implementing disciplinary procedures when LaRC civil service employees engage in workplace violence or threatening behavior.
 - a) Coordinate supervisory training in identifying and addressing Workplace Violence and Threatening Behavior.
 - b) Provide annual awareness of the LaRC Workplace Violence and Threatening Behavior policy, and the WVPP, to Center personnel.

- d. Office of Chief Counsel is responsible for:
 - 1) Providing legal advice in the development, implementation, and administration of the LaRC Workplace Violence and Threatening Behavior policy and the WVPP.
 - 2) Appointing a standing representative to the WVPP Threat Assessment Team who will:
 - a) Provide legal advice in investigations of alleged violations of the LaRC Workplace Violence and Threatening Behavior policy.
 - b) Provide legal advice to OHCM, in its resolution of personnel issues involving the LaRC WVPP.
- e. Director, Office of Procurement, is responsible for:
 - 1) Ensuring that the provisions of this directive are stipulated in all contractual obligations requiring access to the Center.
 - 2) Communicating with the contractor and the Contracting Officer's Representative (COR) for the sole purpose of notifying the parties of an incident involving contractor personnel.
- f. Director, Equal Employment Opportunity/Center Anti-Harassment Coordinator, is responsible for:
 - 1) Taking appropriate action on any allegations of harassing conduct, and advising managers (and supervisors) of their responsibility to maintain a harassment-free workplace in accordance with NASA Procedural Requirement (NPR) 3713.3.
 - 2) Notifying the Center Chief of Security in any reported instance of harassment where a threat is perceived.
- g. Supervisors (Civil Service and non-NASA personnel working on or in a NASA facility) are responsible for:
 - 1) Reporting potential workplace violence or threatening behavior to the Center Chief of Security, or a NASA Special Agent. Anonymous reports of potential workplace violence or threatening behavior can be reported by dialing 700 on any on-Center telephone.
 - 2) Reporting immediately any incident of workplace violence to the Emergency Dispatch Office (Extension 911 on-Center or (757) 864-5600 off-Center or via cell phone).
 - 3) Monitoring and reporting any changes in employee behavior patterns that exhibit the potential for workplace violence or threatening behavior to the Center Chief of Security, or a NASA Special Agent in the (OSS), Center Operations Directorate (COD).
 - 4) After reporting incidents, Civil Service supervisors are responsible for consulting with OHCM and initiating appropriate disciplinary action for acts of violence and threatening behavior.
- h. LaRC Personnel, non-NASA personnel working on or in a NASA facility, and visitors to LaRC (hereafter referred to as "LaRC Personnel") are responsible for:

- 1) Avoiding confrontation with any individuals displaying threatening behavior or committing workplace violence and immediately reporting an incident of threatening behavior or workplace violence to the Emergency Dispatch Office (dial 911 on-Center or (757) 864-5600 off-Center or cell phone).
- 2) Reporting potential workplace violence or threatening behavior to the Center Chief of Security, or a NASA Special Agent. Anonymous reports of potential workplace violence or threatening behavior can be reported by dialing 700 from any on-Center telephone.
- 3) Immediately reporting any instance of harassment to the Center's Anti-Harassment Coordinator, per NPR 3713.3. In addition, any instance of suspected harassment where there is even the slightest perception of a threat shall be reported immediately to the Center Chief of Security.
- 4) Immediately reporting any suspected violations of NASA policy on the possession of firearms and other dangerous weapons to the Emergency Dispatch Office (Extension 911 on-Center or (757) 864-5600 off-Center).
- 5) Refraining from handling a potentially violent incident without assistance.
- 6) Refraining from engaging in any form of workplace violence or any conduct that could be construed as threatening behavior.

6. DELEGATION OF AUTHORITY

The Center Director has delegated to the Center Chief of Security, Office of Security Services, of the Center Operations Directorate (COD), the responsibility of developing, managing and implementing, through this directive, the LaRC Workplace Violence and Prevention Program (WVPP).

7. MEASUREMENT/VERIFICATION

None.

8. CANCELLATION

LAPD 1600.5, dated June 25, 2010.

/s/ Cathy H. Mangum, Center Associate Director

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